

Initiator

START

Consult with Procurement to determine if a NRA is appropriate (see Note 1)

Prepare the NRA in accordance with NASA FAR Supplement (NFS) Part 1835.016-71 and PIC 04-02 (see Note 2)

Prepare/revise a draft synopsis and have it reviewed by the contracting officer (see Note 3)

Contracting Officer

Acceptable (see Note 3)

No

Yes

Publish the NRA synopsis for at least 15 days prior to NRA release (FAR 5.203)

Prepare/revise the NRA Evaluation Plan (see Note 4)

Submit the NRA with the Evaluation Plan for approval (see Note 5)

Center Director

Approve?

Yes

No

Forward the approved NRA with the Evaluation Plan to the Office of Procurement for processing

Issue the NRA after the 15 day synopsis period and approvals required by Note 5

Forward the incoming proposals to the Evaluation Committee Chairperson

Evaluation Committee

Evaluate the proposals in accordance with the Evaluation Plan and NFS 1835-016-71(d) (see Note 6)

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## Objectives:

- to invite competitive project ideas from educational institutions, industry, non-profit institutions, NASA and other government agencies
- to ensure line managers approve the NRA prior to release
- to conduct a peer review of proposals prior to selection of offerors

Approval \_\_\_\_\_  
Associate Director for Operations

## General Information

The records generated by this procedure are maintained either in the official contract, grant, or cooperative agreement files and are retained in accordance with CID 1440.7.

## Note 1

NRAs shall be used when the initiator desires submission of competitive project ideas, conceived by the offerors, in one or more areas of interest.

This approach shall not be used when the requirement is sufficiently defined to specify an end product or service. These requirements shall be procured through the procurement process (see LMS-CP-4501).

Procurement will assist in providing advice in developing and assembling NRA documentation.

## Note 2

The NASA FAR Supplement may be found on the Internet at:  
<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

The NRA format may be found at:  
[http://op.larc.nasa.gov/NASA\\_Research\\_Announcement\\_\(NRA\)1-31-05.doc](http://op.larc.nasa.gov/NASA_Research_Announcement_(NRA)1-31-05.doc)

Evaluation factors are set forth in NFS clause 1852.235-72 Instructions For Responding To NASA Research Announcements, paragraph (i). The initiator may supplement the evaluation factors, but only to the minimum extent necessary.

## Note 3

Must comply with FAR 5.201.

## Note 4

The evaluation plan shall include:

- 1 Evaluation committee Chairperson and membership
- 2 Evaluation method
- 3 Plan for protecting sensitive and/or proprietary data
- 4 Identification of the Selection Official
- 5 Evaluation criteria exactly as set forth in the NRA.

## Note 5

Concurrence is required from the supervisory chain of the NRA initiator, the cognizant program managers, the Selection Official, the Procurement Officer and the Chief Counsel prior to approval by the Center Director.

## Note 6

It is the role of the Office of Procurement to advise and participate throughout the evaluation process.

# Evaluation Committee

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Document and present the evaluation recommendations to the selection official

Selection Official

No

Acceptable?

Yes

Make a selection of proposal(s) and execute the selection statement (see Note 7)

Notify the offerors of the selection decision

No

Debriefing requested?

Yes

Arrange and conduct a debriefing in accordance with FAR 15.5 with the participation of the Contracting Officer and the Evaluation Committee Chairperson

Forward all NRA documentation to Contracting Officer (see Note 8)

Initiator

Prepare the Purchase Requisition and supporting documents in accordance with LMS-CP-4505

Contracting Officer

Prepare contractual documents in accordance with LMS-OP-4520 or grants and cooperative agreements in accordance with NPR 5800.1

END

## Note 7

The evaluation committee, in consultation with the Office of Procurement, is responsible for preparing a Selection Statement applying the evaluation factors in the NRA.

## Note 8

For a complete list of NRA related documentation refer to the NASA FAR Supplement Part 1835.016-71